

## QUICK REFERENCE: Gang-Related Activity Reporting Procedures

All school employees must report any incidence of suspected gang-related behavior to the principal/designee. All reports of gang-related behavior must be in writing.

Gangs are present in urban, suburban, and rural communities and schools across the United States. These groups are associated with increases in school violence, victimization, drugs, and other delinquent and criminal activities. They also impact academics, attendance, and perceptions of safety. Gangs can be characterized as a group of three or more members who share a common identity linked to a name and/or symbols, are viewed by themselves and by others as a gang, are organized, and are involved in criminal activity (Howell, 2010) although not always.

### Risk Factors for Gang Involvement

Community	Family	School	Individual
<ul style="list-style-type: none"><li>• Presence of gangs</li><li>• Poor neighborhood attachment</li><li>• High crime</li><li>• Economically disadvantage</li><li>• Peers engaged in delinquent behaviors</li></ul>	<ul style="list-style-type: none"><li>• Drug/alcohol abuse</li><li>• Family members in a gang</li><li>• Poverty/financial stress</li><li>• Abuse</li><li>• Troubled/chaotic homes</li></ul>	<ul style="list-style-type: none"><li>• Poor teacher-student connections</li><li>• Low degree of school commitment</li><li>• Academic failure/frustration</li><li>• Severe systems of punishment</li><li>• Feeling unsafe</li></ul>	<ul style="list-style-type: none"><li>• Feeling disenfranchised</li><li>• Feels of alienation</li><li>• History of abuse/victimization</li><li>• Drug/Alcohol use</li><li>• Mental Health difficulties</li><li>• Negative life experiences</li><li>• Antisocial/delinquent behaviors</li><li>• Economic gain</li><li>• Sensation seeking</li></ul>

- 1) **COMPLAINT:** Student, staff member, parent/guardian, or bystander makes verbal or written report to any staff member/administrator.
- 2) **COMPLETE [MCPS FORM 230-37](#), *Gang-Related Incident Reporting Form*:** The form must be completed by a staff member, student, parent/guardian, or close adult. Staff members will assist the student/parent/guardian if they cannot or do not complete the form.
- 3) **SUBMIT COMPLETED FORM to PRINCIPAL/DESIGNEE**
- 4) **VERBAL REPORT TO THE POLICE:** For all suspected incidents of gang-related behavior, call the Montgomery County Police Department (MCPD) at **911** or **Emergency Communications Center (ECC) 240-683-1600**.
- 5) **PRINCIPAL/DESIGNEE WILL CONTACT the Office of Student Support and Well-Being (OSSWB) 240-740-3100 WITHIN ONE HOUR OF INCIDENT BEING REPORTED.** OSSWB will create an incident report in **Synergy**.
- 6) **INVESTIGATION BY PRINCIPAL/DESIGNEE, ASSISTANT PRINCIPAL, and SECURITY:**
  - a. **Within 24 hours** of receiving MCPS Form 230-37, the Principal/designee must initiate an investigation. If the police are taking the lead in the investigation, the school will limit its investigation to ascertaining basic facts and doing what is necessary to stabilize the situation. Thereafter, consult with law enforcement, prior to concluding the school investigation.

- b. **MCPS Form 230-38, Gang-Related Incident Investigation Form**, will be used to investigate all gang-related incident reports.

- 7) **MEASURES TO ENSURE THE SAFETY AND WELL-BEING OF THE STUDENT(S):**
- a. Taking appropriate disciplinary action per the MCPS, Student Code of Conduct
  - b. Protecting victims from retaliation and/or further episodes of gang-related behavior, including rearranging schedules or placing restrictions on contact
  - c. Providing education, counseling, or other direct interventions (remedial approaches to correct gang-related behavior, skill building to target self-advocacy and self-esteem)
  - d. Implementing interventions that address the social, emotional, behavioral, and academic need of students who are gang members, including conflict resolution training and restorative justice approach
- 8) **PARENT/GUARDIAN CONTACT:** The school principal/designee will contact the parents/guardians of all students involved in the gang-related behavior within 24 hours of completing the investigation and report the findings of the investigation and summary of the outcome.
- 9) **RECORD KEEPING:**
- a. Both Forms 230-37 and 230-38 are maintained in a school confidential file (NOT in student's cumulative/confidential file).
  - b. Within 24 hours, confidential copies of **MCPS form 230-37, Gang-Related Incident Reporting Form** and **MCPS form 230-38, Gang-Related Incident Investigation Form** should be faxed to the Department of Systemwide Safety and Emergency Management (DSSEM) at 301-279-3192 or scanned to [Edward A Clarke@mcpsmd.org](mailto:Edward_A_Clarke@mcpsmd.org) or [Lee Milstead@mcpsmd.org](mailto:Lee_Milstead@mcpsmd.org).
  - c. Update the incident status in **Synergy** within 24-48 hours of reporting the incident to SSWB and include the participants, a brief incident description, and resolution.

**Note:** *At the beginning of each school year, principals inform students, parents/guardians, and staff members about reporting incidents of gang-related behavior using MCPS Form 230-37, Gang-Related Incident Reporting Form. Each school will have the form available in the main office, counseling office, media center, and health room, as well as a link to the form on the local school website.*

#### **REFERENCES:**

- [MCPS Regulation JHG-RA, Gangs, Gang Activity, or Other Similar Destructive or Illegal Group Behavior Prevention](#)
- [MCPS Regulation JFA-RA, Student Rights and Responsibilities](#)
- [MCPS Regulation COB-RA, Reporting a Serious Incident](#)

**Need Help?** Contact **Student Welfare and Compliance** at **240-740-3215** or  
Visit our website at <https://www.montgomeryschoolsmd.org/compliance/>